

I. PREPARING A MESSAGE

- 1) MOVE SWITCH TO POSITION 1. (LOCATED BEHIND PAPER ROLL.)
- 2) CLEAR MEMORY - PUSH SHIFT AND CLEAR/HOME KEYS (AT SAME TIME).
- 3) FIRST LINE - COUNTRY CODE AND TELEX NUMBER FOLLOWED BY + SIGN.
- 4) MESSAGE AND CORRECTIONS. END MESSAGE WITH FIVE PERIODS.....

II. SENDING A MESSAGE

- 1) MOVE SWITCH FROM POSITION 1 TO POSITION 4.
- 2) DIAL LOCAL ACCESS NUMBER.
- 3) AT HIGH PITCHED TONE, PUSH LIGHTED BUTTON.
- 4) WHEN LIGHTED BUTTON FLASHES, HANG UP PHONE.
- 5) TIMETRAN GA, ANSWERBACK, ETC.
- 6) HIT HOME KEY THEN RUN MESSAGE KEY.

III. RECEIVING A MESSAGE: INSURE FORMAT - ACCESSING THE MAILBOX.

* AFTER SENDING A STRING OF CALLS

- 1) AFTER CALL ACCEPTED, YOU WILL SEE THE WORDS MESSAGES WAITING
- 2) SIMPLY TYPE THE COMMAND FOR MAILBOX
FOLLOWED BY YOUR PASKEY. :SEND MESSAGES
PASKEY
- 3) ITT WILL THEN RELEASE YOUR STORED MESSAGES TERMINATING THE CONNECTION ONCE ALL MESSAGES HAVE FINISHED PRINTING.

* ACCESSING THE MAILBOX DIRECTLY

- 1) DIAL ITT'S LOCAL ACCESS NUMBER. ITT DATE AND TIME TIMETRAN GA
- 2) KEY IN YOUR ANSWERBACK (IF IT ISN'T ANSWERBACK
PROGRAMMED TO TRIGGER AUTOMATICALLY)
- 3) TYPE THE MAILBOX COMMAND AND YOUR PASSKEY. :SEND MESSAGES
PASSKEY
- 4) ITT WILL TRANSMIT ALL MESSAGES TO YOUR TERMINAL AND THEN TERMINATE THE CONNECTION.

YOU MUST CHECK YOUR MAILBOX AT LEAST EVERY FIVE DAYS. I SUGGEST YOU RETRIEVE YOUR MESSAGES EVERY DAY. ITT CAN PUT MESSAGES BACK INTO YOUR MAILBOX IF REQUESTED WITHIN 30 DAYS OF DATE SENT.

ITT NOW OFFERS FULL DOMESTIC SERVICE IN ADDITION TO OUR INTERNATIONAL OFFERINGS.

TO SEND A DOMESTIC TELEX

- 1) TO AN ITT MACHINE OR MAILBOX : AFTER ACCESSING ITT, TYPE IN THE ITT NUMBER ACCORDING TO YOUR REGULAR FORMAT.
- 2) TO AN RCA, TRT, WUI MACHINE IN THE U.S. : AFTER ACCESSING ITT, TYPE IN THE PREFIX CODE 23 AND THEN THE TELEX NUMBER.
- 3) TO A WESTERN UNION DOMESTIC MACHINE (TELEX OR TWX) : AFTER ACCESSING ITT, TYPE IN PREFIX CODE 25 AND THE TELEX OR TWX NUMBER.

YOU CAN SEND CALLS TO CANADA BY PRECENING A TELEX NUMBER BY 25 AND A SINGLE ZERO, OR BY USING THE COUNTRY CODE 389.

TO RECEIVE DOMESTIC TELEX

- 1) FROM AN ITT MACHINE OR MAILBOX: YOUR CORRESPONDENT MUST TYPE YOUR ITT NUMBER AFTER ACCESSING ITT.
- 2) FROM AN RCA, TRT, OR WUI MACHINE: YOUR CORRESPONDENT WILL TYPE IN THE PREFIX 23 AND THEN YOUR TELEX NUMBER AFTER ACCESSING THEIR CARRIER.
- 3) FROM A WESTERN UNION TELEX, YOUR CORRESPONDENT CAN:
A: DIAL UP ITT^{*}, AND TYPE YOUR NUMBER AFTER GETTING ITT GA.
B: DIAL 71 AND THEN YOUR TELEX NUMBER.
- 4) FROM A WESTERN UNION DOMESTIC TWX MACHINE: YOUR CORRESPONDENT
A: DIALS UP ITT^{*}, AND TYPES IN YOUR ITT TELEX NUMBER AFTER GETTING ITT GA.
B: DIALS 310 AND THEN YOUR ITT TELEX NUMBER.

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NOTE: A WESTERN UNION TELEX DIALS 103 OR 303 FOR ITT.
A TWX DIALS 710-599-3211 OR 910-361-2222.

CHARACTERS NOT RECOGNIZED IN INTERNATIONAL TELEX/TELEGRAMS

When sending an International Telex or Telegram message, the following characters should be sent as shown below:

- \$ - Type DOLLAR or DLRS.
- # - Type NUMBER or POUNDS.
- & - Type AND.
- % - Type PERCENT or construct with a slash, 0/0.
- " - Type QUOTE or UNQUOTE or use two apostrophes (Upper case A).
- ;- Semi-colon should not be sent.

Additionally, the following characters should not be sent either in an International Telegram or Telex.

- * - (Asterisk)
- ← - (Left Arrow)
- ↑ - (Up Arrow)
- < - (Greater-than sign)
- > - (Less-than sign)
- @ - (At sign)
- ! - (Exclamation Point)

Any Questions? Call ITT at 800-424-1170.

Best Wishes,

BILL NAGY
Account Representative

Akron, OH...	216-784-2087	2
Allentown, PA...	215-821-9408	2
Anaheim, CA...	714-995-4014	3
Atlanta, GA...	404-523-6383	2
Baltimore, MD...	301-467-6280	2
Boston, MA...	617-247-3639	3
Bridgeport, CT...	203-384-9378	2
Charlotte, NC...	704-552-1840	3
Chicago, IL...	312-648-0692	3
Cincinnati, OH...	513-621-3583	2
Cleveland, OH...	216-431-0305	2
Columbus, OH...	614-464-0779	2
Dallas, TX...	214-748-6649	3
Dayton, OH...	513-263-9904	2
Denver, CO...	303-825-8666	2
Detroit, MI...	313-961-6863	3
Ft. Lauderdale, FL...	305-463-1304	2
Greensboro, NC...	919-274-1108	2
Harrisburg, PA...	717-236-2197	2
Hartford, CT...	203-721-9249	2
Houston, TX...	713-738-7538	3
Indianapolis, IN...	317-262-1037	3
Kansas City, MO...	816-221-3020	2
Lancaster, PA...	717-393-7405	2
LA, CA...	213-688-0018	3
Memphis, TN...	901-523-0095	3
Miami, FL...	305-374-4412	2
Milwaukee, WI...	414-342-8810	2
Minneapolis, MN...	612-370-1283	2
Nashville, TN...	615-255-1564	2
Newark, NJ...	201-622-4936	2
New Brunswick, NJ...	201-828-3984	3
New Orleans, LA...	504-523-7657	2
Norfolk, VA...	804-622-5576	2
Norwalk, CT...	203-838-3615	2
Ok. City, OK...	405-235-2972	2
Orlando, FL...	305-894-0412	2
Phila., PA...	215-561-3329	2
Phoenix, AZ...	602-277-0661	3
Pittsburg, PA...	412-261-4580	2
Portland, OR...	503-227-6255	3
Providence, RI...	401-274-2370	2
Racine, WI...	414-632-2224	2
Raleigh, NC...	919-828-9253	2
Reading, PA...	215-374-3559	2
Richmond, VA...	804-343-7190	2
St. Louis, MO...	314-454-0418	2
San Diego, CA...	714-235-8760	3
San Fran., CA...	415-956-2025	3
Seattle, WA...	206-285-6360	2
Stamford, CT...	203-322-7877	2
Toledo, OH...	419-865-2396	2
Tulsa, OK...	918-446-2637	2
Wa., D.C...	202-362-7754	2
W. Warwick, RI...	401-828-2432	2
Wilmington, DE...	302-656-1993	2
Worcester, MA...	617-755-9694	2
New York, NY...		
and	212-344-8320	4
Hicksville, NY...		

516-576-9666